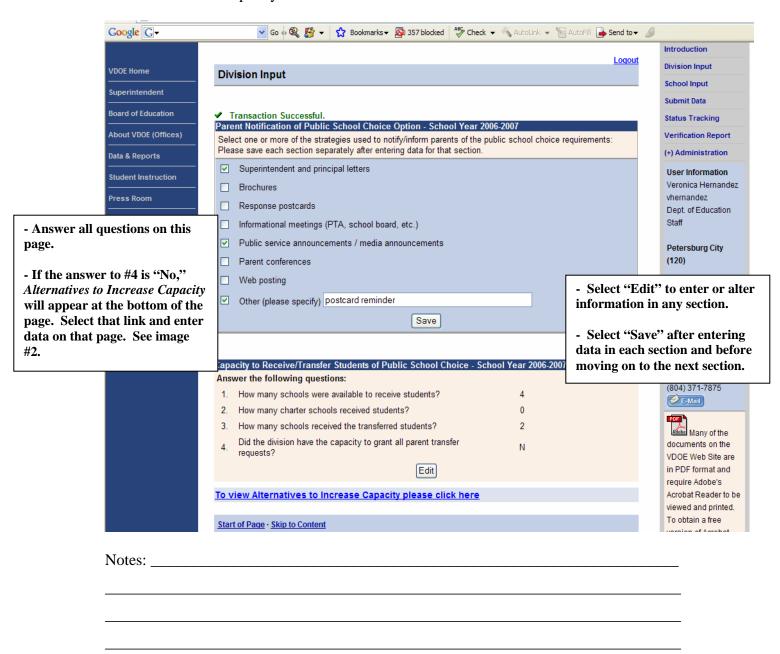
# Virginia Department of Education Office of Program Administration and Accountability Title I School Improvement Data Reporting WebEx Technical Assistance December 11 & 12, 2007

#### School Improvement Implementation Survey (SIIS) Reference Guide

#### **IMAGE #1 Division Input** of data relating to:

- public school choice parent notification
- capacity to receive and transfer students



# IMAGE #2 Division Input of Alternatives to Increase Capacity for Public School Choice

	72	Introduction
E Home	Logout Alternatives to Increase Capacity for Public School Choice - School Year 2006-2007	Division Input
erintendent	If the Division did not have the physical capacity to offer transfers to all eligible students, what steps were taken	School Input
- 15.	to create additional capacity as stated in the U.S. Department of Education's non-regulatory guidance on Public School Choice?	Submit Data
of Education	Reconfiguring, as new classrooms, space in receiving schools that is currently not being used for	Status Tracking
VDOE (Offices)	instruction	Verification Repo
Reports	Expanding space in receiving schools, such as by reallocating portable classrooms within the district	(+) Administratio
t Instruction	Redrawing the district's attendance zones, if insufficient capacity is available within the existing zones within which students would ordinarily select schools	User Informatio
toom	Creating satellite divisions of receiving schools, that is, classrooms that are under the supervision of the receiving school principal and whose teachers are part of the school faculty but that exist in neighboring buildings	vhernandez Dept. of Educati
Center ————— ries	Creating new, distinct schools, with separate faculty, within the physical sites of schools identified for improvement	Staff  Determine Site
ex	☐ Encouraging the creation of new charter schools within the district	Petersburg City (120)
	Developing distance learning programs, or entering into cooperative agreements with "virtual schools"	
	Reshaping long-range capital construction and renovation plans in order to ensure that schools that are likely to receive new students have additional space	VDOE Application Contact Veronica Herna
	Modifying either the school calendar or the school day, such as through "shift" or "track" scheduling, in order to expand capacity	(804) 225-2904
	Easing capacity by initiating inter-district choice programs with neighboring divisions or even by establishing programs through which local private schools can absorb some of the division's students	VDOE SSWS Ad
	Other Comparable Option	Doris Brown (804) 371-7875
	Save	E-Mail
	Chart of Davis Chin to Content	Many of the

## IMAGE #3 School Input of Public School Choice Data

Sc	hool Input		Loqout Division In
00	noor mput		School Ing
	ool-level School Improvement Survey - School Input - School Ye 190 - DAN RIVER MIDDLE ( Year 1 )	ar 2006-2007	Submit Da
	How many parents requested transfers?	0	Status Tra
2.	Did the school have the capacity to grant all parent transfer requests?	No Answer	If the answer to #3 is less t the answer to #1, a menu of
3.	How many parent transfer requests were satisfied?	0	possible reasons will appea
4.	How many students were requested to be transfered?	0	See image #4 for menu.
5.	What was the total number of students transferred?	0	Dept. of E
6.	If the school had limited capacity to grant all requests, did the school serve the lowest performing students from low-income families first?	No Answer	Staff Pittsylvai
7.	If the school had limited capacity, is there a priority waiting list for future placements should slots become available in receiver schools this school year?	No Answer	(071) VDOE AD
	Edit		Contact
			Veronica
Sup	plemental Educational Services (SES) for each Student- School	Year 2006-2007	(804) 225
	This section is not available for modification because based on the 2 no students have received services.	006-2007 end of year o	data collections
	no students have received services.		VDOE SS
			Doris Bro (804) 371
			(804) 37

IMAGE #4 School Input of Public School Choice Data (example: all parent requests are NOT satisfied)

×	Since all parent requests were not satisfied please select one of	f the reason.	Submit Data
Sch	ool-level School Improvement Survey - School Input - School Y 090 - DAN RIVER MIDDLE ( Year 1 )		Status Tracking
	How many parents requested transfers?	20	Verification Report
	Did the school have the capacity to grant all parent transfer		(+) Administration
2.	requests?	No 💌	User Information
3	How many parent transfer requests were satisfied?	10	Veronica Hernand
٠.			vhernandez
	Parent felt the choice school offered was too far from their resi	dence	Dept. of Education Staff
	Parent felt the choice school did not have an academic progra	m able to meet their child's needs	Otali
	Other, please explain		Pittsylvania Count
			(071)
4.	How many students were requested to be transfered?	22	VDOE Application
5.	What was the total number of students transferred?	12	Contact Veronica Hernando
6.	If the school had limited capactiy to grant all requests, did the school serve the lowest performing students from low-income families first?	No 🔻	(804) 225-2904 E-Mail
	If the school had limited capacity, is there a priority waiting list for		VDOE SSWS Admi
7.	future placements should slots become available in receiver schools	No 💌	Doris Brown
	this school year?		(804) 371-7875
	Save Cancel		-SWBIII)
			POF
C	nlamental Educational Caminas (CEC) for each Chudent Cabasi	V 2000 2007	Many of the

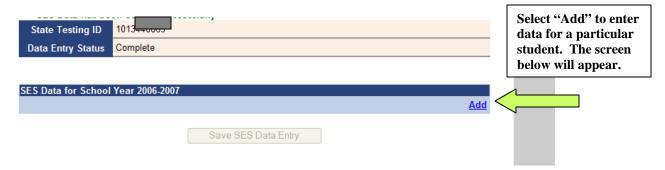
## IMAGE #5 School Input of Supplemental Educational Services Data

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Status In		Did the school have the canacity to grant all parent transfer		Verification
>>0180 - J. E. B. STUART ELEM. (Year 3)	1.	How many parents requested transfers? 8		
School-level School Improvement Survey - School Input - School Year 2006-2007 Submit Di	>>01	180 - J. E. B. STUART ELEM. (Year 3 )		Statue Tr

**IMAGE #6 School Input** of Supplemental Educational Services Data https://t1pe.doe.virginia.gov/SIIS/StudentSespSol.do?action=LOAD\_STUDENT\_LIST&divId=120&institId=286&statusId=3&pagesize=20 **∨** ∋ 0 ▼ Go 🖟 👰 👫 ▼ 🔯 Bookmarks ▼ 👰 357 blocked 🎥 💝 Check ▼ 🐴 AutoLink ▼ 🖺 AutoFill 🔓 Send to ▼ 🥒 Settings 

▼ Division Input Student List School Input **Select "Data Entry** Submit Data Stduents List for year - 2006-2007 >>0120 - PEABODY MIDDLE ( Year 3 ) Status" in the "Sort Sort By Please Select And then By Sort the List Status Trackin By" feature, then select "Sort the List" << Prev 1 to 20 of 666 (+) Administra to bring all the State Testing ID Data Entry Status User Informa "incomplete" students 101344 NA No Service Reported in SRC Veronica Herr 10134 NA No Service Reported in SRC to the top of the list. vhernandez 10123 No Service Reported in SRC Dept. of Educ 101344 No Service Reported in SRC NA Staff 101344 NA No Service Reported in SRC 101344 No Service Reported in SRC Petersburg C 101362 No Service Reported in SRC NA (120) 10134 NA No Service Reported in SRC 10123 No Service Reported in SRC VDOE Applica 101344 NA No Service Reported in SRC Contact 101344 NA No Service Reported in SRC Veronica Herr 101344 No Service Reported in SRC (804) 225-290 101344 NA No Service Reported in SRC E-Mail 101344 NA No Service Reported in SRC 101344 No Service Reported in SRC Select "Edit" to enter 101344 Complete Edit No Service Reported in SRC 10134 NA SES data for <u>each</u> student 101229 Complete listed as "incomplete." 101229 NA No Service Reported in SRC 101345 No Service Reported in SRC Adobe Many of ✓ Next >> << Prev 1 to 20 of 666 documents or VDOE Web Si Start of Page · Skip to Content in PDF format 🔒 🥝 Internet Notes: \_\_\_

#### IMAGE #7 School Input of Supplemental Educational Services Data



State Testing ID	10134				Enter all data elements for ne student.
Data Entry Statu SES Data for Scho	s Complete			-	Select "Save" on the right
Subject Area:	-Select-	•		fo	If another record is need or the same student, select Add" again. Repeat the
SES Provider: Begin Date:	-Select- ▼	End Date:	■ No Of Hours:		rocess of entering data lements.
		Save SES Data Ent	гу	Eı	Select "Save SES Data ntry" after all records ha een entered for the stude
SOL data for the st	ool Year 2006-2007 udent above will automat e. Users no longer need		the corresponding Virginia De ach student.	partment of	You will return to the land

Notes:			

#### School Improvement Implementation Survey Supplemental Educational Services Data

**Specifications (Layout) for Tab-Delimited File\*** 

	Header Records (m	ust include all records exactly as indicated)
	digit Division Number	of division submitting file (leading zero must be included, i.e.
001)>		
	current date in mm/dd	
	current time in hh:mm	:ss format>
EMAIL= <send< td=""><td>er's e-mail address&gt;</td><td></td></send<>	er's e-mail address>	
~~		
DATATYPE=S	IIS	
~		
		A" Record – fixed length
Field Length	Field Name	Contents
1	Record Type	Constant=A
1	File Submission Type	Constant=3
4	Beginning School Year	Four-digit year for beginning of school
3	Division Number	Leading zero(s) must be included, i.e. 005
		cord – tab delimited (5 columns)
Field Length	Field Name	Contents
1	Record Type	Constant=B
10	State Testing Identifier	State Testing ID as assigned through EIMS
3	Serving Division Code	Selection from list of education agency numbers, (leading zero must be included, i.e. 001)
4	Serving School/Center Code	Selection from list of Virginia school numbers, (leading zero(s) must be included)
1	Subject Area Type ID	The following are valid options for Subject Area Type 1- Reading 2- Mathematics
4	SES Provider (4 digit number)**	Valid SES provider from SESRP application.
10	Begin Date	Must be in mm/dd/yyyy format Begin data must be between 9/1 of the school year and 9/1 of the next school year
10	End Date	Must be in mm/dd/yyyy format Begin data must be between 9/1 of the school year and 9/1 of the next school year
6	Number of Hours Served	Must be a number less than 1000
		Trailer Record
RecordCount:	= <number a="" and="" b<="" of="" p=""></number>	records included in this file (A record plus all B records)>
		, , , , , , , , , , , , , , , , , , , ,

<sup>\*</sup>These file specifications were used in the 2006-2007 collection period, and may be slightly altered for the 2007-2008 collection period based on changes in data collection needs.

<sup>\*\*</sup>SES Provider 4-digit numbers are on the next page and are also available on the state-approved SES Provider List available at: http://www.doe.virginia.gov/VDOE/nclb/boe/supsrvcs-list.pdf.

#### **Supplemental Educational Services Provider 4-Digit Codes\***

A to Z In-Home Tutoring	4039	It Takes A Team Private Tutoring Service	4061
A+ Markem	4040	Kaplan K12 Learning Services	4011
Abeyon, LLC dba KnowledgePoints	4067	Kumon North America	4013
Ability Plus, Inc.	4041	Lighthouse Learning/ A Division of Educational Consulting Initiative, LLC	4066
Academics Plus, Inc.	4042	Lindamood-Bell Learning Processes	4015
Achieve 3000	4027	Little Scientists of Metro Richmond	4016
Achieve Success Tutoring (by University Instructors, Inc.)	4025	Longwood Center for Communication, Literacy and Learning	4049
Advantage Point, Inc. dba A+ Advantage Point Learning	4068	Mainstream Development Educational Group	4064
Aligned Interventions Educational Services	4035	MasterMind Prep Learning Solutions, Inc.	4030
Alternatives Unlimited, Inc.	4063	Mathematic and Science Center	4017
ATS Educational Consulting Services- Project Success	4043	Mathnasium Reston Math Learning Center	4050
Babbage Net Schools	4002	Millennium Education Music Project	4073
Brain Hurricane	4065	MyTutor24, a division of Coaxis Services, LLC	4089
Bright Futures Learning Center	4044	Newton Learning: A Division of Edison Schools	4031
Bright Sky Learning	4062	NonPublic Educational Services, Inc.	4032
C2 Educational Systems, Inc.	4045	One-to-One Virginia Academic Support Program	4018
Camelot Learning	4029	Park Place School	4019
Catapult Online	4046	Peas and Carrots Learning Center, Inc.	4090
Club Z! Inc	4000	Porter Education and Communications, Inc.	4033
Compass Learning Inc	4003	PowerCommunicators	4052
Cortez Management	4001	Princeton Review	4037
Danville Area Association for Arts and Humanities	4060	Professional Tutoring Services	4074
Data Friendly, Inc.	4069	Reach for Tomorrow	4053
Destiny Achievers Tutorial Services	4004	Science Museum of Virginia	4034
Discovery Program, Inc.	4070	Standards of Excellence	4054
Education Station	4021	StudyDog, Inc.	4055
Educational Enterprises, Inc.	4087	Sylvan Learning Center Chesapeake	4107
Educational Options, Inc.	4036	Sylvan Learning Center Portsmouth	4056
Extended Learning Opportunities (ELO)	4038	Sylvan Learning Center Richmond (formerly O'Dea Capital Corp.)	4051
Failure Free Reading Instant Achievement Center	4006	The Learning Curve	4057
Fresh Wise, Inc. dba Knowledgepoints	4071	Total Tutors, LLC	4091
Future Leaders- After School Supplemental Educational Program	4072	Trust Tutoring	4023
Huntington Learning	4008	Tsquared Tutors, LLC	4058
I CAN Learn Education Systems	4009	Tutor Find	4024
In-Agape Family Life and Educational Center	4010	uKnow	4059
International After School Program	4088		

<sup>\*</sup>The current list represents providers approved through November 15, 2007. Provider codes are updated as new providers are added to the state-approved SES Provider List. The most updated list is at: <a href="http://www.doe.virginia.gov/VDOE/nclb/boe/supsrvcs-list.pdf">http://www.doe.virginia.gov/VDOE/nclb/boe/supsrvcs-list.pdf</a>.

## IMAGE #8 School Input of Corrective Action Data

Supplemental Educational Services (SES) for each Student- School Year 2006-2007  Note: Default number of students displayed per page is 20  Please enter number of students to be displayed on each page and click here to enter SES data for each student  Corrective Action - School Year 2006-2007  Corrective actions are designed to improve the academic achievement of subgroups within schools failing to meet AYP. When a school is identified for corrective action, the role of the local school division [Section 1116 (7)(c)] is to: 1) continue to offer public school choice; 2) continue to provide technical assistance to the school; 3) continue to provide supplemental educational services; and	Doris Brown (804) 371-7875  E-Moil  Many of the documents on the VDOE Web Site are in PDF format and require Adobe's Accobat Reader to be
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1) continue to offer public school choice; 2) continue to provide technical assistance to the school; 3) continue to provide supplemental educational services; and	To obtain a free
continue to provide technical assistance to the school;     continue to provide supplemental educational services; and	
3) continue to provide supplemental educational services; and	version of Acrobat
	Reader click the adobe image.
4) take at least one of the following corrective actions.	adobe image.
Please identify and select the corrective action(s) this school has implemented in the 2006-2007 academic school year under the direction of the school division.	
Replace the school staff who are relevant to the failure to make adequate yearly progress.	
Institute and fully implement a new curriculum, including providing appropriate professional development for all relevant staff, that is based on scientifically-based research and offers substantial promise of improving educational achievement for low-achieving students and enabling the school to make adequate yearly progress.	
☐ Significantly decrease management authority at the school level.	
Appoint an outside expert to advise the school on its progress toward making adequate yearly progress based on its school plan.	
Extend the school year or school day.	
☐ Restructure the internal organization of the school. Remember to	
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T ,	
Votes:	

# IMAGE #9 School Input of Restructuring- Planning for Alternative Governance Data

Supplemental Educational Services (SES) for each Student- School Year 2006-2007	(804) 225-2904 E-Mail	
Note: Default number of students displayed per page is 20		
Please enter number of students to be displayed on each page	VDOE SSWS Adm	
and click here to enter SES data for each student	Doris Brown (804) 371-7875	
	E-Mail	
Corrective Action - School Year 2006-2007	FOE	
During the year 2005-2006 school year you selected the following corrective action sanctions:  - Restructure the internal organization of the school.	Many of the documents on the	
Please select all corrective action(s) this school has implemented in the 2006-2007 academic school year under the direction of the school division.	VDOE Web Site ar	
Replace the school staff who are relevant to the failure to make adequate yearly progress.	require Adobe's  Acrobat Reader to	
Institute and fully implement a new curriculum, including providing appropriate professional development for all relevant staff, that is based on scientifically-based research and offers substantial promise of improving educational achievement for low-achieving students and enabling the school to make adequate yearly progress.	viewed and printed To obtain a free version of Acrobat Reader click the	
Significantly decrease management authority at the school level.	adobe image.	
Appoint an outside expert to advise the school on its progress toward making adequate yearly progress based on its school plan.		
Extend the school year or school day.		
Restructure the internal organization of the school.		
Save		
Planning for Alternative Governance, Section A - School Year 2006-2007		
Please click here to view/edit Planning for Alternative Governance, Section A data	Selection section	t each n
Planning for Alternative Governance, Section B - School Year 2006-2007	separ	ately.
Please click here to view/edit Planning for Alternative Governance, Section B data	Enter	data
<del>-</del>	relati	ng to t
Notification - School Year 2006-2007		n.
Notification - School Year 2006-2007  Please click here to view/edit notification data	section	
Please click here to view/edit notification data		
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Please click here to view/edit notification data  Meetings conducted in School Year 2006-2007  Please click here to view/edit meetings conducted data	section	-

# IMAGE #10 School Input of Restructuring- Planning for Alternative Governance Data - Planning for Alternative Governance, Section A

_	nning for Alternative Governance, Section A School Year 2006-2007  For the current school year, students enrolled in the school were provided the option to transfer to another
	public school in the school division
	Yes ⊙ No ○ If No please explain why public school choice was not an available option for students enrolled in this school.
	For the current school year, supplemental educational services were available to students that did not transfer to another public school under NCLB
	Yes ⊙ No O
	If No please explain why SES was not an available option for students enrolled in this school.
3)	During the current school year parents and teachers were provided with an adequate opportunity to comment
	before taking any action during the current school year
	Yes ⊙ No ○ If No please explain why parents and teachers were not provided the option to comment consistent with
	NCLB regulations
	During the current school year parents and teachers were provided with an adequate opportunity to participate in developing the plan necessary to carry out alternative governance.
	Yes ⊙ No ○
	If No explain why parents and teachers were not provided the option to participate in the plan development consistent with NCLB regulations
	Describe any other actions taken or implemented during the current school year relating to school
	improvement (limit response to 200 words).
	Remember to
	Save "Save" data.

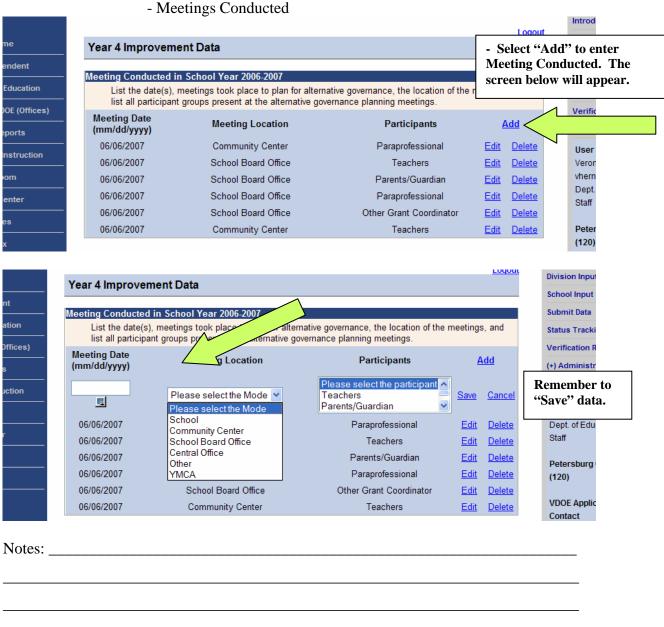
# IMAGE #11 School Input of Restructuring- Planning for Alternative Governance DataPlanning for Alternative Governance, <u>Section B</u>

Year 4 Improvement Data		Loc	
Teal 4 Improvement Data			
Planning for Alternative Governance,	Section B School Year 2006	6-2007	
During the 2006-2007 school year a plan sanctions for the 2007-2008 school year:	was prepared to carry out the	following alternative governance	
Reopen the school as a public charte	er school		
D. I	# (altist and include the exis		
make AYP	iff (which may include the prin	ncipal) who are relevant to the failure to	
Enter into a contract with an entity, such as a private management company, with a demonstrated record of effectiveness, to operate the public school			
Any other major restrictions of the o	abaala gayarnanaa arrangami	ent that makes fundamental reforms, su	
	s staffing and governance, to i	improve student academic achievement	
Other			
Steam 9		Remember to	
	Save	"Save" data.	
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IMAGE #12 School Input of Restructuring- Planning for Alternative Governance Data
- Mode of Notification

				Introduction	
•	Year 4 Improvement Data  Mode of Notification for School Year 2006-2007		of Notific	- Select "Add" to enter M of Notification. The scree below will appear.	
			and the settle of decises		
	e school's failure to make AY	cating when parents and teachers were /P for five consecutive years, and of the		Status Trac Verification	
Begin Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Notification Mode	Add	(+) Adminis	
Start of Page - Skip to	Content			Veronica H	
List the date(s), and mod	r School Year 2006-2007 de of the notification, indicati shool's failure to make AYP f		Logout comptly notified during seed to plan for	Division Input School Input Submit Data Status Tracki Verification R	
davancing into diternative	5.15.		,		
Begin Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Notification Mode	Add Save Cancel	Remember to "Save" data.	

IMAGE #13 School Input of Restructuring- Planning for Alternative Governance Data



**IMAGE #14** School Input of Alternative Governance Data Man Please enter number of students to be displayed on each page documents and click here to enter SES data for each student VDOE Web in PDF forr require Ad-Corrective Action - School Year 2006-2007 Acrobat Re During the year 2005-2006 school year you selected the following corrective action sanctions: viewed and Significantly decrease management authority at the school level. To obtain a Extend the school year or school day. version of Please select all corrective action(s) this school has implemented in the 2006-2007 academic school year under Reader cli the direction of the school division. adobe ima Replace the school staff who are relevant to the failure to make adequate yearly progress. Institute and fully implement a new curriculum, including providing appropriate professional development for all relevant staff, that is based on scientifically-based research and offers substantial promise of improving educational achievement for low-achieving students and enabling the school to make adequate yearly Significantly decrease management authority at the school level. Appoint an outside expert to advise the school on its progress toward making adequate yearly progress based on its school plan. Extend the school year or school day. Restructure the internal organization of the school. Save Planning for Alternative Governance, Section A - School Year 2006-2007 Please click here to view/edit Planning for Alternative Governance, Section A data Planning for Alternative Governance, Section B - School Year 2006-2007 Please click here to view/edit Planning for Alternative Governance, Section B data Notification - School Year 2006-2007 Please click here to view/edit notification data Meetings conducted in School Year 2006-2007 Please click here to view/edit meetings conducted data Alternative Governance - School Year 2006-2007 Please click here to view/edit alternative governance sanction data Notes:

## IMAGE #15 School Input of Alternative Governance Data

	rnative Governance- School Year 2006-2007
F YYF E	ng the year 2005-2006 school year you selected the following alternative governance sanctions: teplace all or most of the school staff (which may include the principal) who are relevant to the failure to make interinto a contract with an entity, such as a private management company, with a demonstrated record of ctiveness, to operate the public school
	following alternative governance sanction's, planned for in 2005-2006, were implemented during the 2006- 7 school year:
	Reopen the school as a public charter school
	Replace all or most of the school staff (which may include the principal) who are relevant to the failure to make AYP
	Enter into a contract with an entity, such as a private management company, with a demonstrated record of effectiveness, to operate the public school
<b>▽</b>	Any other major restructions of the schools governance arrangement that makes fundamental reforms, such as significant changes in the schools staffing and governance, to improve student academic achievement in the school and that has substantial promise of enabling the school to make AYP.
	Other
	Remember to
	"Save" data.